



**CITY OF LONG BEACH  
CLASSIFICATION SPECIFICATION**

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**TITLE:**                    **EMERGENCY MEDICAL EDUCATION COORDINATOR**

**DEFINITION:** Under direction, responsible for all aspects of pre-hospital care education for the Fire Department

**REPORTS TO:**        Battalion Chief

**EXAMPLES OF DUTIES:**

- Develops curriculum for EMT-P continuing education programs, EMS research/pilot programs, and other pre-hospital care education programs;
- Supervises Emergency Medical Educators and other assigned personnel;
- Designs, implements, monitors, and evaluates pre-hospital care education programs;
- Analyzes and provides recommendations on legislation and policies and procedures relative to pre-hospital care programs;
- Evaluates State and County policies and procedures relative to pre-hospital care programs;
- Assists in the development, implementation, and evaluation of departmental standards, procedures, protocols, and guidelines relative to pre-hospital care programs;
- Maintains quality-assurance programs relative to pre-hospital care;
- Represents the City in advisory or committee meetings on pre-hospital care programs;
- Prepares oral and written reports;
- Acts as liaison with base and receiving hospitals;
- Performs other related duties as required.

**MINIMUM REQUIREMENTS:**

A valid Registered Nurse License;  
A bachelor's degree in education, registered nursing, or related field;  
A minimum of one year of experience in a supervisory and administrative position;  
A minimum of three years of experience in EMS within the last five years;  
Experience in pre-hospital care curriculum design, implementation, and evaluation;  
Ability to communicate both orally and in writing;  
A valid motor vehicle driver's license.

**HISTORY:**

Approval/Adoption Dates: 03/27/90